


* SELF EXIT PROCESS

MISD TEACHERS/CONTRACTED PROFESSIONALS:

July 2 is the last day MISD teachers may resign without penalty, as July 2 marks 45 days before the first instructional day of '23-24. (Texas Education Code, Chapter 21) If today is after July 2, then your principal does not have district authority to approve your resignation at this time. Please contact your principal to discuss your situation.

Employee Access - 05.17.02.00.05 - Google Chrome

Secure | https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/semhom01.w

Mansfield Independent School District

Grover ClevelandAccountPreferencesExit?

HomeEmployee InformationTime OffTrue TimeFastTrack Open PositionsFastTrack ScreenerExpense Reimbursement

Employee Access

FavoritesNew WindowMy Print Queue

Jump to Other Dashboards

*Calendar

Skyward User

Reset DashboardsSelect Widgets

District News

No news to display

Task History

Created	Process Description	Subject
Mon Oct 31 12:52pm	SUBMIT RESIGNATION FORM	
Thu Oct 13 1:47pm	SUBMIT RESIGNATION FORM	
Thu Oct 13 1:31pm	SUBMIT RESIGNATION FORM	


Task Manager (3)

Date	Task Summary	Subject
Thu Oct 13 1:31pm	SUBMIT RESIGNATION FORM	
Thu Oct 13 1:47pm	SUBMIT RESIGNATION FORM	
Mon Oct 31 12:52pm	SUBMIT RESIGNATION FORM	

Calendar Events

No calendar events available

Task Processes

SUBMIT RESIGNATION FORM

Start here

If you do not see the Task Manager & Task Processes “widgets”
click here for instructions.

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Mansfield ISD LIVE Finance DB

Windows 7 / Chrome 56

TM Process: SUBMIT RESIGNATION FORM

Employee: CLEVEGRO000 CLEVELAND, GROVER TEST

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

1. RESIGNATION FORM

COMPLETE THE RESIGNATION INFORMATION BELOW TO FORMALLY NOTIFY YOUR SUPERVISOR AND MANSFIELD ISD THAT YOU ARE RESIGNING FROM THE DISTRICT. YOU MAY ATTACH A LETTER OF RESIGNATION IN THE ATTACHMENT SECTION OF THIS TASK BUT THE RESIGNATION FORM IS REQUIRED OF ALL EXITING EMPLOYEES. IF YOU WOULD LIKE TO TALK WITH SOMEONE IN HUMAN RESOURCES BEFORE COMPLETING THIS FORM, PLEASE CALL 817-299-6305.

**SUBMIT
RESIGNATION
FORM**

RESIGNATION FORM

EXIT

*POSITION: TEACHER
*CAMPUS/DEPARTMENT: 002 MANSFIELD SUMMIT HS
*RESIGN EFFECTIVE DATE: 04/11/2017 Tuesday
1. Reason for leaving Mansfield ISD:
*REASON: PROMOTION IN ANOTHER DISTRICT

2. Were you provided with the training/information & supplies/equipment you need to do your job?:

TRAINING/EQUIPMENT:

3. Overall, how fairly were you treated?:

TREATMENT:

4. How often did you feel your contributions were recognized?:

RECOGNITION:

5. How realistic were the expectations that were set for you?:

EXPECTATIONS:

6. How well did your supervisor treat you?:

SUPERVISOR:

7. How often did your supervisor encourage/listen to employees' opinions when making decisions?:

ENCOURAGE/LISTEN:

8. How well did the members of your team work together?:

TEAMWORK:

9. Would you recommend Mansfield ISD as a great place for a friend to work?:

RECOMMEND:

10. What actions can your employer take to build a better workplace?:

EMPLOYEE COMMENTS:

Read the instructions

This section is required.

Step 1 of 5

Next

[Process History](#)

Delete Process

Save and Finish Later

Reassign Task

TM Process: SUBMIT RESIGNATION FORM

Employee: BRUBAHEA000 BRUBAKER, HEATHER MASON

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

2. BUILDING EXIT

PLEASE COMPLETE THE BUILDING EXIT FORM TO NOTIFY YOUR SUPERVISOR OF ANY MANSFIELD ISD PROPERTY IN YOUR POSITION. ALL MANSFIELD ISD PROPERTY, INCLUDING INTELLECTUAL PROPERTY, NEEDS TO BE TURNED OVER TO YOUR CAMPUS/DEPARTMENT SUPERVISOR ON YOUR FINAL DAY OF EMPLOYMENT.

Board Policy DEC Local Leave Proration Employed For Less Than Full Year:

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

This means if an employee separates from employment with the district before his or her last duty day of the year local and state personal leave will be prorated based on the actual time employed.

When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

*I UNDERSTAND DEC LOCAL:

EQUIPMENT - PROPERTY OF MANSFIELD ISD:

- ☐ ID BADGE
- ☐ LAPTOP
- ☐ KEYS
- ☐ IPAD
- ☐ KEY CARD
- ☐ MACBOOK
- ☐ ATHLETIC EQUIPMENT

OTHER:

NOTES:

I AGREE THAT I WILL RETURN ALL MANSFIELD ISD PROPERTY TO MY SUPERVISOR ON OR BEFORE MY LAST DAY OF EMPLOYMENT PER THE MANSFIELD ISD EMPLOYEE HANDBOOK.:

*I ACKNOWLEDGE PROPERTY:

Skip

**SUBMIT
RESIGNATION
FORM**

1. RESIGNATION FORM (Skipped)
2. BUILDING EXIT
3. Notes
4. Attachments
5. Choose Next Task

Step 2 of 5

Previous

Next

Process History

Save and Finish Later

Reassign Task

Required

Required

TM Process: SUBMIT RESIGNATION FORM

Employee: CLEVEGRO000 CLEVELAND, GROVER TEST

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

3. Notes*There are no records to display; check your filter settings.*

0 records displayed

Add

View

Delete

**SUBMIT
RESIGNATION
FORM**

1. RESIGNATION FORM
2. BUILDING EXIT
3. Notes
4. Attachments
5. Choose Next Task

Step 3 of 5

Previous

Next

Process History

Delete Process

Save and Finish Later

Reassign Task

TM Process: SUBMIT RESIGNATION FORM

Employee: CLEVEGRO000 CLEVELAND, GROVER TEST

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

4. Attachments

Description ▲	Step	Inputted File	Date Modified	Time	Attached By
EMPLOYEE EXIT INFORMATION	[From Process]	EXIT INFORMATION.docx	08/31/2016 Wed	10:00 pm	BRUBAKER
IPAD EXIT INSTRUCTIONS	[From Process]	IPAD EXIT INSTRUCTIONS.pdf	08/31/2016 Wed	10:00 pm	BRUBAKER

[Add](#)[Edit](#)[Delete](#)**SUBMIT
RESIGNATION
FORM**

1. RESIGNATION FORM
2. BUILDING EXIT
3. Notes
4. Attachments
5. Choose Next Task

Click the Descriptions to read important information.

2 records displayed

Step 4 of 5

[Previous](#)[Next](#)**Process History**[Delete Process](#)[Save and Finish Later](#)[Reassign Task](#)

Secure | https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/qwkfwsgntabs000.w

TM Process: SUBMIT RESIGNATION FORM

Employee: CLEVEGRO000 CLEVELAND, GROVER TEST

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

5. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

EXIT TASK: REHIRE STATUS
(BRUBAKER, HEATHER MASON)

You must complete all skipped steps before completing this task.

SUBMIT
RESIGNATION
FORM

1. RESIGNATION FORM
(Skipped)

2. BUILDING EXIT

3. Notes

4. Attachments

5. Choose Next Task

Step 5 of 5

Previous

Process History

Delete Process

Save and Finish Later

Reassign Task

Required information must be completed.

TM Process: SUBMIT RESIGNATION FORM

Employee: BRUBAHEA000 BRUBAKER, HEATHER MASON

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

5. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

EXIT TASK: NOTIFY SUPERVISOR
(CANTU, KIMBERLEY MORGAN)

Follows the org chart.
You will see your
supervisor's name.

SUBMIT RESIGNATION FORM

1. RESIGNATION FORM
2. BUILDING EXIT
3. Notes
4. Attachments
5. Choose Next Task

Once you click the button the window will close and move to your supervisor.

Step 5 of 5

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Process History

[Delete Process](#)

[Save and Finish Later](#)

[Reassign Task](#)

[Home](#)[Employee
Information](#)[Time
Off](#)[FastTrack
Open Positions](#)[FastTrack
Screeners](#)[Expense
Reimbursement](#)**Employee Access**

Jump to Other Dashboards

[*Calendar](#)[Skyward User](#)[Reset Dashboards](#)[Select Widgets](#)

District News

No news to display

Task Manager (1)

Date	Task Summary	Subject
Mon Oct 31 12:52pm	SUBMIT RESIGNATION FORM	

Jump to Other Systems

[Employee Access](#)[Human Resources](#)

Calendar Events

No calendar events available

Task Processes

- AUXILIARY EXIT PROCESSING
- HR PREAPPROVAL/NEW HIRE
- SUBMIT RESIGNATION FORM

Dashboard Maintenance

Skyward User

Everyone's Widgets

☒ ★ Calendar Events

Employee Widgets

☒ ★ District News☐ ★ My Print Queue☒ ★ Task Manager☐ ★ Favorites☐ ★ My Time Off Status☒ ★ Task Processes

Secured User Widgets

☐ Release Notifications

★ Indicates a widget that is suggested by the district.

Save

Add
DashboardRename
Selected
DashboardDelete
Selected
DashboardReset
Selected
DashboardUncheck
All Items

Back

Please select Task Manager and Task Process. Click the Save button.

[Click here to return to the beginning.](#)